



**SAIGON
GRAND
CENTER**

Venue Policy



General Information

Event Timing and Additional Hours:

- A standard event is up to 8 hours.
- Should your event exceed this time frame, an additional fee of \$500 per extra hour will be applied.

Event Insurance:

- You must submit a Certificate of Insurance showing at least \$1,000,000 per occurrence and \$2,000,000 aggregate Liability Insurance.
- This should be provided no later than 14 business days before your event, with Saigon Grand Center LLC named as the certificate holder.

Venue Policies:

- All personal items should be collected and removed at the conclusion of your event.
 - Please note that overnight parking is not permitted on venue premises.
 - For safety reasons, the venue prohibits open flame cooking and the use of fireworks, including sparklers.
 - When decorating, please refrain from using materials that could damage surfaces, such as tape, nails, or staples. If candles are part of your decor, they must be securely placed within vases.
 - Saigon Grand Center may use media from events for promotional purposes. If you require privacy, please inform us in advance, and we will respect your wishes by not utilizing imagery from your event.
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Rehearsal

Optional Rehearsal:

- Booking a rehearsal session is optional.
- If you choose to have one, you can use the space for up to 3 hours at no extra charge. Need more than 3 hours? We offer additional time at a rate of \$150 per hour.

Scheduling:

- Please select your preferred rehearsal date prior to your event. Rehearsal times are available from 10 AM to 6 PM.
- The final date will be confirmed by Saigon Grand Center (SGC) based on our availability.
- For rehearsals extending past 6 PM, an additional fee of \$450 will apply to accommodate the extended operation.

Technical Staff:

- Should your rehearsal require SGC's Lighting Programmer or Sound Engineer, a charge of \$50 per person, per hour is applicable.
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Payment Policy

Venue Booking Only

- If you book our venue only, there are 2 required payments:
 - 1st Payment - \$2,000 (\$1,500 to secure the date + \$500 refundable)
 - 2nd Payment - Remaining Balance (due 14 days before your Booked date)

Venue Booking AND SGC Catering

- If you book our venue AND our Catering Service, there are 3 required payments:
 - 1st Payment - \$2,000 (\$1,500 to secure the date + \$500 refundable)
 - 2nd Payment - 50% remaining balance (due 28 days before your Event date)
 - 3rd Payment - 50% remaining balance (due 14 days before your Event date)

Payment methods

■ By Check

Check payable to: SAIGON GRAND CENTER, LLC.
Mail to: 10822 Forbes Ave, Ste D1, Garden Grove, CA 92843

■ Wire Transfer

J.P. Morgan Chase.
Routing #021000021
Account # 839121578

■ Zelle

zelle@saigongrandcenter.com

■ Venmo

venmo@saigongrandcenter.com

Late Payment Policy

- A reminder invoice will be sent if payment is not received by the due date.
- A late fee of 2% of the total overdue balance will be applied for each week that the payment is overdue.
- If payment is more than 7 days late, SGC reserves the right to cancel the booking without a refund of any previous payments.

Cancellation Policy

For Venue Booking Only

- The amount refunded is determined by when we receive your notice:
 - After 1st payment - refund \$500
 - After 2nd payment - refund 10% of paid amount
 - 7 days before event - NO refund issues

For Venue Booking Only with SGC Catering

- The amount refunded is determined by when we receive your notice:
 - After 1st payment - refund \$500
 - After 2nd payment - refund 40% of paid amount
 - After 3rd payment - refund 10% of paid amount
 - 7 days before event - NO refund issues
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Event Reschedule

- Should you need to reschedule your event, we can accommodate this request depending on our availability.
- If you choose to reschedule your event date, the deposit will be retained for up to 6 months from the cancellation date.



MAKE YOUR EVENT
IMPACTFUL
AT SAIGON GRAND CENTER

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